



## Human Resources

DATE POSTED: October 20, 2005

REQ. # 05-264

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-20-2005** TO **10-26-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
<b>LIBRARY - FORT PIERCE BRANCH</b>

POSITION AVAILABLE
<b>HEAD LIBRARY CLERK</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$7.03 / hour</b>

COMMENTS
<b>Full time position which includes one night per week, rotating Saturday and Sunday schedule. Position involves returning library materials to the shelves; assisting at the Circulation desk; answering the telephone; assisting patrons with public access computers; training of other Library Clerks; assisting with programs. Basic computer skills are helpful. Interest in reading is helpful to assist public with book selections.</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 886**  
**PAY GRADE 3**  
**SALARY: \$7.03 - \$10.94**  
**HEAD LIBRARY CLERK**

**MAJOR FUNCTION:** Routine work performing general library and janitorial duties.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:** **Knowledge:** General knowledge of library practices, principles and techniques. **Abilities:** Ability to establish and maintain effective working relationships with patrons and other employees. Ability to operate basic library equipment. Ability to read numbers and letters rapidly and accurately. Ability to follow simple oral and written instructions. Ability to input data into a computer terminal. Ability to push loaded book carts.

**ESSENTIAL JOB FUNCTION:** Coordinator of all Clerk work. Responsible for the training of new clerks. Responsible for the prioritizing of tasks for other clerks. Sorts and shelves books and other materials. Clears tables of books and magazines. Runs errands as assigned. Reads stacks to keep books in order. May be called upon to perform general housekeeping duties.

**ESSENTIAL PHYSICAL SKILLS:** Very frequent use of good near vision, good hearing. Constant walking and standing. Ability to lift occasionally 30 pounds.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the library facility in a standing, stooping and bending posture. Some areas of the library facility have high dust levels which may cause allergic reactions. Occasional stressful interactions with irate patrons.

**WORK HAZARDS:** Possibility of books and/or book carts falling on employee.

**EDUCATION:** Graduation from high school or possession of an acceptable, equivalency diploma.

**EXPERIENCE:** Experience in library related work, some experience in filing helpful. A comparable amount of training or experience may be substituted for the minimum qualifications.

**LICENSE, CERTIFICATION OR REGISTRATION:** Valid Florida Driver's License may be required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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